



Homeland  
Security

## California Emergency Management Agency

**The U.S. Department of Homeland Security Training and Exercise Integration  
Secretariat, granted approval of the:  
“Governor’s Office of Homeland Security (OHS) Exercise and Evaluation Program  
(HSEEP) Training Course for Responders” (CA-002-COMM)**

The Homeland Security Exercise and Evaluation Program (HSEEP) Training Course is a newly developed, intermediate-level training course that incorporates the HSEEP Toolkit while using the HSEEP methodology. Throughout the course, participants will learn about topics including exercise conduct, program management, design & development, evaluation, and improvement planning. The course will walk participants through the toolkit with an emphasis placed on creating a tabletop exercises (TTX).

The HSEEP Training Course is an interactive course that allows participants to share personal lessons learned and best practices while gaining practical experience. In addition to the instructor-led course presentations, the course includes small group activities, videos, group discussions, and the HSEEP Toolkit and capabilities-based planning (e.g., Target Capabilities List and Universal Task List). This blended approach will give participants hands-on experience that readily translates to real-world exercise responsibilities. Activities include creating exercise documentation, conducting exercise planning conferences and briefings; and practicing exercise evaluation.

### 2009 Courses

January 12-15	Dublin
February 2-5	San Diego
March 9-12	Long Beach
March 30-3 April	Bakersfield
April 7-8	Napa
April 20-23	Sacramento
May 11-14	San Francisco
May 26-29	Sacramento
June 22-25	Eureka

### WHO SHOULD ATTEND

Federal, State, local, and private emergency management staff having responsibility for developing and conducting training exercises, **emphasizing exercise design teams..**

### Requirements:

Since this course is an intermediate level course, the following requirements **MUST** be met for admission to the course:

**A CURRENT LOG ON TO THE HSEEP TOOLKIT IS REQUIRED.** Each participant will be working in the Toolkit daily throughout the course. Gaining access is generally a simple process but you need to allow a few days prior to the class to obtain your password. If you need assistance please contact BJ Bjornson at 916-826-4488.

1. Send an e-mail to [support@hseep.net](mailto:support@hseep.net) with your name, agency and state why you need access to the toolkit.
2. Once you have access to the toolkit e-mail course coordinators at [hseep@ohs.ca.gov](mailto:hseep@ohs.ca.gov) and we will verify you are confirmed for the course.

**IS-120 IS A PREREQUISITE** but it is recommended that you complete IS-139 Exercise Design. Access to IS-120 (an online course) can be found on the HSEEP home page (<https://hseep.dhs.gov>).

**Register At:** [CAHSEEP@ohs.ca.gov](mailto:CAHSEEP@ohs.ca.gov)

## Why HSEEP Training

A critical part of the emergency management process involves preparing to operate in an effective and efficient manner during an emergency. This course provides education and develops skills that will enable you to plan for, design, and conduct an emergency management exercise. The exercise will train personnel and evaluate your communities or company's emergency plan and disaster response capability. This is a practical experience in designing, conducting, and evaluating an emergency management exercise.

The core content curriculum of the 32-hour HSEEP Course is up-to-date, thorough, informative and practical application training on HSEEP Tool Kit and Exercise development delivered in nine modules, including development of a discussion based, table top and functional exercise.

## Subjects Covered Include

- 1) Exercise Program Management
- 2) Exercise Design and Development
- 3) Develop, Conduct and Evaluate a Discussion Based Exercise, Table Top and Functional Exercise
- 4) Develop the After Action Report/Improvement Plan

All participants receive a ***Student Manual*** including thumbnails and text from the PowerPoint presentations, which form the basis of this course. The Student Manual also includes course CD, fact sheets, and important references and resources. Its purpose is to serve as a useful reference guide for participants long after they have taken the course.

### Contact Information:

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For additional Course information, please contact: [cahseep@ohs.ca.gov](mailto:cahseep@ohs.ca.gov)

For funding/authorization please utilize your organization's Homeland Security grant request process.